

DODEMALL

[v 13.2.0]

January

2013

Site Redesign

Job Aid

Prepared by
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1 Introduction to DOD EMALL Site Redesign

DOD EMALL introduces the Site Redesign as part of the v13.2.0 release. The Site Redesign project was done to modernize the look-and-feel of DOD EMALL and to provide new features to improve the user experience.

Design Changes

The following list provides an overview of design changes to DOD EMALL as part of the Site Redesign:

- Updated style sheet and color scheme
- New Header and Footer
- New menu
- Categories moved to the Search Refinements area

New Features

The following are a list of new features implemented as part of the Site Redesign:

- Marketing Home Page
- Landing Page
- Search Bar
- Saved Searches
- Shopping Lists
- Message Center
- Tips Panel

2 Marketing Home Page

As part of the Site Redesign, a new DOD EMALL Home Page has been implemented in an effort to better market and promote the site and to provide users with access to more information about DOD EMALL.

The Home Page, shown in the following example, is the pre-login page found at <https://dod-emall.dla.mil/acct/>.

**DODEMALL**

Login/Register Help Desk

About DOD EMALL Suppliers Shoppers What's New This Release?

> Home You are not logged in.

This is a headline specific to the Home Page of DOD EMALL

This headline should appear on the home page of DOD EMALL for all users, regardless of whether or not they are logged into the system.

[Show/Hide Details...](#)

DOD EMALL Training

DOD EMALL training can come to your site! Select link to request training.



**Help Center**

Have you used our help center lately? Let DOD EMALL's helpful staff assist you with everything from getting registered to checking out.

1-800-DOD-EMALL

News & Info

- January 15, 2013
DOD EMALL has just released a new version of its website. New features include Saved Searches and Shopping Lists, as well as a newer, easier-to-navigate user interface.
[Read more](#)
- December 19, 2012
New Milestone Achieved! DOD EMALL reached \$** billion in sales during fiscal 2011, and is set to surpass that amount in 2012.
[Read more](#)
- November 29, 2012
DOD EMALL was featured on 60 minutes this past Sunday. Find out what people are saying about us!
[Read more](#)

**Shoppers**

- What are the advantages of using DOD EMALL?
- How much can I save using DOD EMALL?
- How do I start?

**Suppliers**

- What are the advantages of using DOD EMALL?
- How much can I save using DOD EMALL?
- How do I start?

**Environment**

DOD EMALL promotes policies that protect the environment.

[Read more](#)

**SBA**

Small businesses are an integral part of DOD EMALL's supplier base.

[Read more](#)

**AbilityOne**

Many products featured on DOD EMALL were created by persons with disabilities.

[Read more](#)

**Secure & Reliable**

How does DOD EMALL protect your business and your data?

[Read more](#)

Use of the DOD EMALL requires Internet Explorer 8.0+ or Mozilla Firefox with cookies, pop-ups, and JavaScript enabled.
This is a government web site that is subject to monitoring. Viewing documents on the DOD EMALL requires Adobe Acrobat Reader.

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The following provides an overview of new features provided on the Home Page. Refer to the image on Page 4 to identify these features.

- *Home Page Menus* (see Section 2.1, *Home Page Menus*)
- *Home Page Headline* (allows DOD EMALL to display important messages to visitors of the site)
- *Help Center Panel* (provides contact information for the DOD EMALL Help Desk)
- *News & Information Panel* (provides links to relevant DOD EMALL news and information)
- *Revolving Marketing Images and Messages Panel* (Displays and cycles through selected marketing messages and images)
- *Shoppers Marketing Panel* (provides shopper-specific information and background image)
- *Suppliers Marketing Panel* (provides supplier-specific information and background image)
- Links to pages containing information on the following:
 - DOD EMALL Environment Policies
 - Small Businesses
 - Ability One Program
 - DOD EMALL Security

2.1 Home Page Menus

The DOD EMALL Home Page contains a menu with links to pages that provide visitors with a variety of information on DOD EMALL.



The following table provides an overview of the menus on the DOD EMALL Home Page.

Menu	Page Description
Why DOD EMALL?	Provides an overview of DOD EMALL and why users should shop on the site.
Suppliers	Provides information for existing and potential DOD EMALL suppliers.
Shoppers	Provides information for existing and potential DOD EMALL shoppers.
What's New This Release	Displays new features and updates introduced in the current release.
Help Desk	Provides contact information for the DOD EMALL Help Desk.

2.2 Managing Page Content

DOD EMALL provides a content management tool that allows users to create and maintain static content for pages accessible from the Home Page. This includes pages referenced in the Home Page menu as well as the following pages:

- DOD EMALL Environment Policies
- Small Businesses
- Ability One Program
- DOD EMALL Security

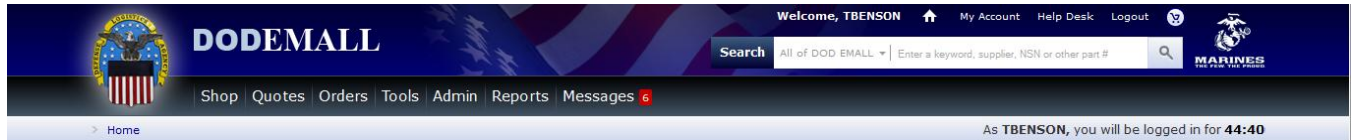
The *Help Center* and *News & Information* panels are also managed using the content manager. Users with the Content Manager Access special permission can edit this content under the Admin menu (Site Management >> Manage Self Help).

NOTE: The content manager is restricted to users with the Content Manager Access special permission (granted by DOD EMALL Access Control).

3 Header and Footer

A new header and footer were implemented as part of the Site Redesign project. This section provides an overview of the Header and Footer, including the new menu structure.



The header, similar to the following example, provides a number of new features.



As is currently the case, the Header displays the service/agency of the user and provides a session timer notifying the user of the time remaining before logout.

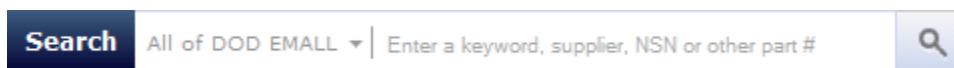
3.1 Header Links

The new header provides links to the following:

-  **Home** (Directs user to the Landing Page)
- **My Account** (Directs user to Account Information)
- **Help Desk** (Provides contact information for DOD EMALL Help Desk)
- **Logout** (Logs user out of DOD EMALL)
-  **Current Cart** (Directs user to their current shopping cart)

3.2 Search Bar

The new Search Bar is available site-wide and provides users with the ability to quickly conduct a search without having to select the SEARCH option under the SHOP menu.



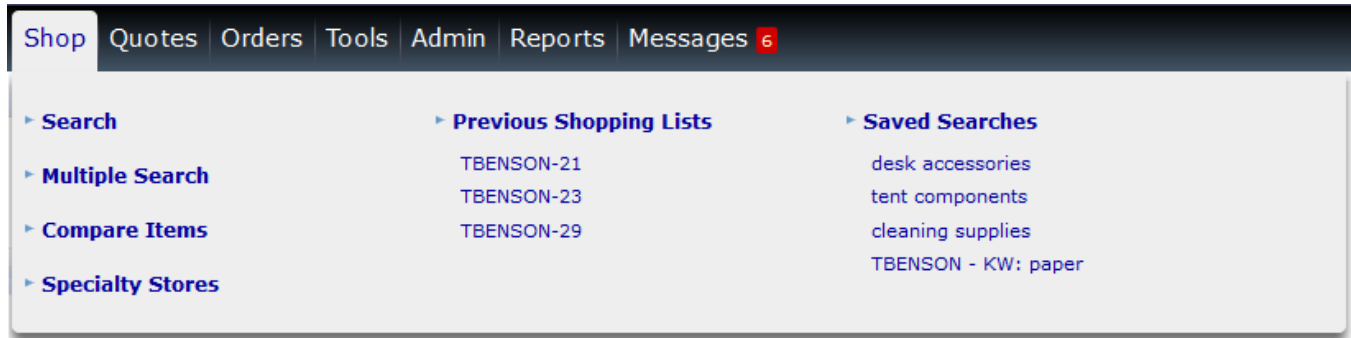
The Search Bar allows users to search by keyword and/or the following item numbers:

- NSN
- FSC
- NIIN
- UPC
- PGC
- Mfgr. Part Number
- Catalog Number
- Contract Number

The search can be conducted across all of DOD EMALL or restricted to a specific corridor selected in the drop-down list. Once a search is executed and the Search Results are displayed, the user can use the existing DOD EMALL search refinements to further narrow down the search results.

3.3 Menu Navigation and Layout

The new menu provides access to functions and tools previously provided on DOD EMALL, as well as some new features introduced with this release.



It is important to note that the names of some of the menus and tabs in previous version of DOD EMALL have changed with the implementation of the new menu. The visibility of menus and menu options is controlled by user roles and special permissions.

The following table details the menu options contained in the new menu.

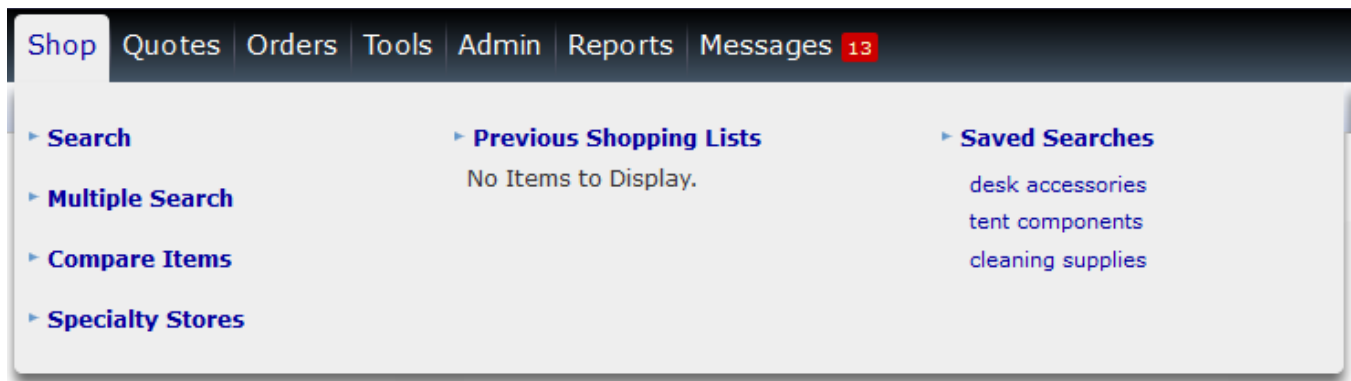
Menu Option	Description
SHOP MENU	
Search (formerly Catalog Search)	Search by keyword, part number, UPC, catalog number, NIIN, or NSN.
Multiple Search (formerly Power Search)	Search for up to 200 items at a time (formerly Power Search).
Compare Items (formerly Product Comparison)	View a side-by-side comparison of selected items.
Specialty Stores	Order saved collections of items built for broad user groups.
Housing	Initiate delivery orders with contracted housing suppliers.
Previous Shopping Lists (formerly Saved Carts)	Manage lists of frequently ordered items.
Saved Searches	Manage saved searches.
QUOTES MENU	
Electronic Task Order	Submit an electronic task order to obtain competitive pricing for non-priced items in a shopping cart.
Collaborative Task Order	Request competitive quotes from suppliers for non-priced items in a shopping cart.
Housing	Initiate delivery orders with contracted housing suppliers.
Carts in Quoting	View the status of shopping carts currently in the quoting process.

Supplier Quotes	View and manage Request for Quotes (RFQ's).
ORDERS MENU	
DOD EMALL Orders	Look up any past orders placed on DOD EMALL.
DLA Orders	View NSN information and requisition status for items ordered from DLA, including tracking information, stock availability, and stock due in date.
Receive Orders/Requisitions <i>(formerly MRA Status)</i>	Look up requisitions and update the Material Receipt Acknowledgement (MRA) status.
Carts Awaiting My Action <i>(formerly Carts for Action)</i>	View shopping carts that were sent to you to approve or process as an order.
Carts Sent to Another User <i>(formerly Sent Carts)</i>	View shopping carts that you have sent to other users for approval or processing.
Orders Waiting to be Placed <i>(formerly Carts in Checkout)</i>	View orders that are awaiting completion of a processing step.
Orders I have Placed <i>(formerly Historical Carts)</i>	View your past orders placed on DOD EMALL.
TOOLS MENU	
Create MILSTRIP Transactions <i>(formerly MOES)</i>	Create and send MILSTRIP transactions using the traditional 80 card column format.
WSSP	Manage (add, upload, edit, and delete) Weapon System Support Program (WSSP) transactions.
CIL / CRD / PRL	View records for Critical Item Lists (CIL), Customer Readiness Drivers (CRD), and Priority Requisition Lists (PRL).
ADMIN MENU	
Users	Look up users and manage their account settings, options, and permissions.
Supplier Enablement	Manage suppliers, supplier regions, and view expired supplier keys.
Project Code Management	Manage project codes for Operational Contract Support (OCS).
Site Management	Manage DOD EMALL administrative functions, including item-wide and corridor headlines, site alert messages, and DOD EMALL events.
Headlines	Manage headlines.
Site Alert Messages	Manage site alert messages.
EMALL Events	Manage EMALL events.
PBL Contract Items	Manage PBL Contract Items.
Manage Self Help	Manage Self Help content and other page content displayed on and accessed from the Home Page.
Product Management	Manage (add, edit, delete, review) associated Tires eCatalog products and attributes.

Products	Manage Tires eCatalog products.
Reviews	Review and approve Tires eCatalog records.
Attributes	Manage (add, edit, delete) Tires eCatalog attributes.
REPORTS MENU	
Business Objects	Access Business Objects—an internal web intelligence and reporting program with access to a full library of data.
Supportability Analysis Stock Out Report	View and download DLA information regarding the stock position for NSNs, based on the NSN/NIIN, a DoDAAC, or Weapon System Designator code.
Green Purchases	View quarterly reports on orders for products that were marked with an Environment Attribute code (ENAC).
MESSAGES MENU	
Messages	Manage system-generated notifications.

3.4 Menu Option Lists

Some menu options display a list of recently saved or recently used items.



These menu option lists allow users to directly access the items from the menu itself. In the preceding example, the user has not saved any Shopping Lists but has three Saved Searches. Clicking on a Saved Search Name (e.g. desk accessories) will execute the search.

The following table details each of the lists provided within the menu.

Menu Option	Maximum # of Items Displayed in Menu	Ordering
Recent Shopping Lists	10	Listed alphabetically.
Saved Searches	10	Listed in descending order beginning with the most recent saved search.
Carts Awaiting My Action	6	Listed in descending order beginning with most recently received cart.
Carts Sent to Another User	6	Listed in descending order beginning with most recently sent cart.
Orders Waiting to be Placed	6	Listed in descending order beginning with most recently submitted to check out.
Orders I have Placed	6	Listed in descending order beginning with the most recently placed order.

3.5 Footer

The new footer provides links to DOD EMALL resources and displays menus and submenus that are also accessible from the Header menu.

<p>Use of the DOD EMALL requires Internet Explorer 8.0+ or Mozilla Firefox with cookies, pop-ups, and JavaScript enabled. This is a government web site that is subject to monitoring. Viewing documents on the DOD EMALL requires Adobe Acrobat Reader.</p>				
DOD EMALL	Shop	Quotes	Orders	Tools
Contact the Help Desk Accessibility Statement Buy Green DLA Map Catalog DOD EMALL Events DOD EMALL Supplier List Suppliers Corner DOD EMALL Training DOD EMALL Policy Statements Learn More About DOD EMALL	Search Multiple Search Compare Items Specialty Stores Previous Shopping Lists Saved Searches	Housing Carts in Quoting Reports Green Purchases Supportability Analysis Stock Out Report	Carts Awaiting My Action Carts Sent to Another User Orders Waiting to be Placed Orders I have Placed	CIL / CRD / PRL Create MILSTRIP Transactions Admin Users
<p>Copyright 2012. DOD EMALL. All Rights Reserved. Unclassified / For Official Use Only Version 21.1.2</p>				

NOTE: The visibility of menus and menu options shown in the footer is controlled by user roles and special permissions.

The footer provides links to the following DOD EMALL resource pages:

- [Contact the Help Desk](#)
- [Accessibility Statement](#)
- [Buy Green](#)
- [DLA Map Catalog](#)
- [DOD EMALL Events](#)
- [Supplier Corner](#)
- [DOD EMALL Training](#)
- [DOD EMALL Policy Statements](#)
- [Learn More About DOD EMALL](#)

For more information on the menus and sub-menus accessible from the footer, see Section 3.3 *Menu Navigation and Layout*.

4 Landing Page

Another key enhancement of the Site Redesign is the new Landing Page. The Landing Page provides users with helpful information and links to commonly used items.

Region/Special Codes: Country: UNITED STATES Postal Code: 84108 DODAAC: 084108

 Cart Summary: Line Count: 2 Sum Total: \$372.80



Search Multiple Search

Corridor

Keywords

Part Numbers Equals

Refinements
☒ Keep ☐ Discard

Clear **Search**

☐ Categories
☐ General Attributes
☐ Characteristic Attributes
▶ **Multiple Search with Refinements**

Shopping Lists

Re-use lists of commonly used items!

My shopping lists

1. desk accessories
2. staplers
3. TBENSON23-2
4. tent items
5. work gloves

▶ **Go to Shopping Lists**

Saved Searches

My saved searches

1. staplers
2. work gloves
3. tent items
4. wrenches
5. desk accessories

▶ **Go to Saved Searches**

Perform common searches with one click!

Specialty Stores

Find commonly grouped items here!

Specialty stores

1. Warfighter
2. Tires
3. Tent Superstore
4. Disaster Relief
5. Chaplain Store

▶ **Go to Specialty Stores**

Did you know...?

< PREV NEXT >

While shopping you can use the General Attributes Tree to browse or restrict your search to a specific supplier catalog.

Orders

 **DLA Orders**

- Receive Orders/Requisition
- Carts Sent to Another User
- Orders Waiting to be Placed
- Orders I have Placed

Tools

 **Create MILSTRIP Transactions**

Reports

 **Supportability Analysis Stock Out Report**

- Green Purchases

The following provides an overview of new features provided on the Landing Page. Refer to the above image to identify these features.

- *Shopping Lists Panel* (displays an image and links to up to 10 Shopping Lists)
- *Saved Searches Panel* (displays an image and links to up to 10 Saved Searches)
- *Specialty Stores Panel* (displays an image and links to featured specialty stores)
- *Tips Panel* (see Section 7, *Tips Panel* for information on the Tips Panel)
- *Orders Panel* (Provides links to Orders menu options)
- *Quotes Panel* (Provides links to Quotes menu options)
- *Reports Panel* (Provides links to Reports menu options)
- *Tools Panel* (Provides links to Tools menu options)

NOTE: The visibility of the *Orders*, *Quotes*, *Reports*, and *Tools* Panels and associated menu options is controlled by user roles and special permissions.

4.1 Accessing the Landing Page

All users except for those with the following administration functions or special permissions are directed to the Landing Page upon login:

- Access Control
- Data Owner
- DOD EMALL Staff
- Order Admin
- Password Reset
- Help Desk
- Supplier Account Manager
- Tires eCatalog – Validator or Tires eCatalog – Editor (special permissions)

Users with these Administration functions or special permissions will continue to land on their current landing page.

5 Message Center

The Message Center, shown in the following example, is a new feature that allows users to receive select notifications within the DOD EMALL application.

Message Center

[Delete](#) [Mark Read](#) [Mark Unread](#) ☐ Show Deleted Messages Only

Show	10	entries	Search:	
<input type="checkbox"/>	Subject	Message Type	Date	Status
<input type="checkbox"/>	Request for Access To DOD EMALL By User THART1ST16	NOTIFICATION	11/29/2012	UNREAD
<input type="checkbox"/>	Your colleague Terry Benson (UserId: TBENSON23) has sent you a Cart on DOD EMALL.	NOTIFICATION	11/29/2012	UNREAD
<input type="checkbox"/>	DOD EMALL Request for New Permission	NOTIFICATION	11/29/2012	UNREAD
<input type="checkbox"/>	DOD EMALL Request for New Permission	NOTIFICATION	11/29/2012	UNREAD
<input type="checkbox"/>	Subject	Message Type	Date	Status
Showing 1 to 4 of 4 entries				First Previous 1 Next Last

Previously these notifications were distributed to users through email. The notifications will now be sent to the user through both email and the Message Center.

NOTE: Not all messages distributed by email are available through the Message Center—only messages where a recipient is identified through a DOD EMALL user account. Emails containing attachments and emails sent to an email distribution list will not be distributed through the Message Center.

5.1 Supported Messages

The following table provides an overview of messages that will be distributed to users through the Message Center.

Message	Recipients	Trigger
CART CANCEL	Shopper	Cart sent for order is cancelled in checkout by orderer.
CART SENT	Shopper, Recipient	Cart is sent to another user.
CART SENT FOR ORDER	Shopper, Orderer	Cart is sent for order on DOD EMALL.
CART SENT FOR ORDER CHECKED OUT BY ORDERER	Shopper	Cart sent for order is checked out on DOD EMALL.
CREDIT CARD DECLINED	Orderer	Failed processing of Credit Card.
DIELOG PROCESSING NOTIFICATION	Orderer	One or more line items in a purchase order are rejected during DIELOG processing.
DOD EMALL CONTRACT EXPIRATION WARNING	User (Contractor)	When contract expiration date is approaching.

MILSTRIP FUNDING APPROVAL	Orderer, MRA Assignee	Upon successful processing of a MILSTRIP order.
MILSTRIP FUNDING – SUCCESS OR FAILURE	Orderer	When FCM Processing of a MILSTRIP order is completed.
MRA ASSIGNEE	MRA Assignee	The processing of an order for which the user is specified as the MRA Assignee.
MRA RECEIPT	Orderer, MRA Assignee	When an MRA is submitted for one or more line items on an order placed via DOD EMAIL.
NAVFAC ORDER MODIFICATION	Orderer, MRA Assignee	Changes are applied to an order containing NAVFAC line items
NEW SPECIAL MEASUREMENTS PROFILE	User specified in the Recipient Profile Name field	Upon creation of a Special Measurements Profile.
ORDER CONFIRMATION	Orderer, MRA Assignee	Successful processing of MILSTRIP payment or Credit Card.
ORDER STATUS UPDATE	Orderer, MRA Assignee	The status of one or more line items in a purchase order is updated.
REGULAR ARMY MILSTRIP EXPIRATION	User	User's MILSTRIP Permission is 15 days from expiration.
SA-SOR REPORT – SUCCESS OR FAILURE	User	Generation of SA-SOR Report.
SPECIAL PERMISSION REMOVED NOTIFICATION	Permission Requestor	Special Permission is removed by user or Administrator.
SPECIAL PERMISSION REQUEST	Permission Requestor	Special Permission is requested by user.
SPECIAL PERMISSION REQUEST NOTIFICATION - APPROVED OR DENIED	Permission Requestor	Special Permission Request is approved or denied by Administrator.

5.2 Accessing the Message Center

Users are notified of new messages via the new message indicator, shown in the following example:



The new message indicator tells the user how many unread messages they have (3 in the preceding example).

To access the Message Center:

- Click the **Messages** menu.

5.3 Using the Message Center

The Message Center displays all received messages in the message list. By default the messages are sorted by date and time of receipt (newest to oldest).

Message Center

Delete Mark Read Mark Unread ☐ Show Deleted Messages Only

Show	10	entries	Search:	
	Subject	Message Type	Date	Status
<input type="checkbox"/>	Request for Access To DOD EMALL By User THART1ST16	NOTIFICATION	11/29/2012	UNREAD
<input type="checkbox"/>	Your colleague Terry Benson (UserId: TBENSON23) has sent you a Cart on DOD EMALL.	NOTIFICATION	11/29/2012	UNREAD
<input type="checkbox"/>	DOD EMALL Request for New Permission	NOTIFICATION	11/29/2012	UNREAD
<input type="checkbox"/>	DOD EMALL Request for New Permission	NOTIFICATION	11/29/2012	UNREAD
	Subject	Message Type	Date	Status
Showing 1 to 4 of 4 entries				
First Previous 1 Next Last				

The following information is displayed for each message displayed in the message list:

- **Subject** (see Section 5, *Message Center*)
- **Message Type** (*Notification* or *Task*)
- **Date of receipt**
- **Status** (READ, UNREAD, DELETED—only shown if **Show Deleted Messages Only** checkbox is selected)

Messages can accumulate rapidly. Over time a user may find that they have hundreds of messages. The Message Center provides users with a variety of tools to more quickly organize and find messages.

Displaying Messages

The **Show # entries** selector allows users to specify how many messages to display per page (10, 25, 50, or 100). The page controls at the bottom of the list allows the user to cycle through the pages (First, Previous, Next, Last).

Sorting Messages

Messages can be sorted according to the information displayed in any of the columns. Click a column heading to sort the messages according to the information displayed in that column. Click the column heading a second time to reverse the sorting order. The arrow in the heading indicates whether the field is sorted in ascending or descending order.

Searching Messages

Users can search messages for a particular keyword or search phrase. Enter the search text into the **Search** field. The search is conducted against all fields (Subject, Message Type, Date, Status) and the message body. Matching results are updated with each character entered in the Search field.

NOTE: Select the Show **Deleted Messages Only** checkbox to restrict the search to Deleted messages only.

Message Options:

After selecting one or more messages in the list, you can perform the following actions:

- **Delete:** Click the **Delete** button to remove selected messages from the list. Deleted messages are not shown in the list by default. However, you can still search for these messages by selecting the **Show Deleted Messages Only** checkbox before executing a search (see Searching Messages).
- **Mark as Read:** Click **Mark Read** to change the status of selected messages to READ. The new message indicator is updated to reflect the status change.
- **Mark as Unread:** Click **Mark Unread** to change the status of selected messages to UNREAD. The new message indicator is updated to reflect the status change.

6 Saved Searches

Saved Searches is another new feature implemented as part of the Site Redesign.

This new feature allows users to save a search that can later be re-used. This eliminates the need to re-enter the same search criteria and refinements each time a user is shopping for a particular item or items.

6.1.1 Saving a Search

Follow the steps below to save a search when shopping on DOD EMALL.

To save a search:

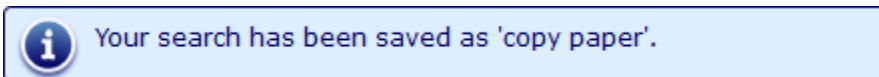
1. Execute a search using any combination of keywords and search refinements.

The Saved Search form appears above the Search Results, similar to the following.

The screenshot shows the 'Current Search' form at the top, which includes a 'Saved Search Name:' input field and a 'Save Search' button. Below this, the search criteria are displayed: 'Keyword: paper' and 'Corridor: All of DOD EMALL'. To the right of the form is a 'Search History: 1 2 3 4 5' link. Below the form are two buttons: 'Add Selected To Cart' and 'Compare Selected'. The main content area shows 'Products Found (50000):' with a 'Sort By' dropdown set to 'Search Ranking' and a pagination bar with numbers 12 through 9 and navigation arrows. Below this is a product listing for 'PAPER,PHOTO PAPER'. The product details include: Category: TAPE, PAPER, COMPUTING MACHINE; Supplier: Reliable Reproduction Supply Company, Inc.; Contract #: GS02F0036R GSA FSS; Min. Order: \$50.00; Description: PAPER,PHOTO PAPER NEW/OEM; Mfr. Part #: S041291; Catalog #: EPSS041291. The price is \$110.40 RL with a quantity of 1 and a 'Change' button. There is also a '1 days ARO' and a 'CC' icon. A link to 'View Similar Items' is at the bottom.

2. Enter a name for the search and then click SAVE SEARCH.

A message verifying the search was saved is displayed, similar to the following:



NOTE: If you do not enter a name for the saved search before saving, the name will be defaulted based on the User ID of the user and the keyword or part number used in the search.

Once a search is saved, it can be accessed from the Shop Menu (Saved Searches).

6.1.2 Modifying a Saved Search

Once a search is saved, you can edit the search criteria and then re-save the search so that it either replaces the existing Saved Search or creates a new Saved Search. Follow the steps below to edit the search criteria and update the Saved Search to reflect the new search criteria.

Current Search

Saved Search Name:

[Update Search](#)

[Save New Search](#)

1. After saving a search or selecting a saved search from the Saved Searches page, modify the search criteria (keywords and/or refinements) and re-execute the search.
2. Do one of the following:
 - Click UPDATE SEARCH.
This will update the existing Saved Search to reflect the new search criteria.
 - OR-
 - Enter a new name and click SAVE NEW SEARCH.
This will create a new Saved Search without replacing the existing Saved Search.

6.1.3 Managing Saved Searches

Saved Searches are accessible from the Shop Menu (Saved Searches). The Save Searches page displays all previously saved searches that have not been deleted.

Manage Saved Searches

Delete Selected			
<input type="checkbox"/>	Search Name:	Keywords:	Refinements:
<input type="checkbox"/>	copy paper	paper	No
<input type="checkbox"/>	desk accessories	pens	No
<input type="checkbox"/>	tent components	pens	No
<input type="checkbox"/>	cleaning supplies	pens	No
<input type="checkbox"/>	TBENSON - KW: paper	paper	No

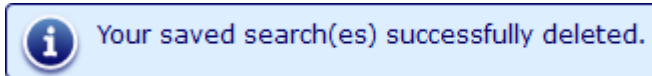
The following information is displayed for each Saved Search displayed in the list:

- **Search Name**
- **Keyword** (Only displayed for keyword searches)
- **NSN/Part Number** (Only displayed for Part Number searches)
- **Refinements** (Indicates if any search refinements were applied to the search)

To delete a saved search:

- Select the checkbox next to its names and then click DELETE SELECTED.

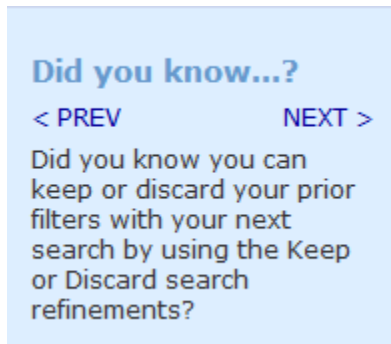
A message is displayed confirming the deletion(s).



NOTE: You can select multiple saved searches for deletion, or select all saved searches for deletion by selecting the checkbox next to the Search Name header.

7 Tips Panel

A new feature on DOD EMALL is the Tips Panel, shown in the following example:



The Tips panel is displayed to users on the DOD EMALL Landing Page. The Tips panel displays information intended to inform users and help them interact more effectively with the site.

7.1 Using the Tips Panel

The Tips panel allows users to cycle (forward and backward) through tips.

Click [< PREV](#) to view the previous tip in the cycle.

Click [NEXT >](#) to view the next tip in the cycle.

Tips are not currently editable by DOD EMALL Administrators.

8 Search

The Search panel (shown in the following example) has been enhanced as part of the Site Redesign project. This section provides an overview of changes to search functionality.

The Search panel interface includes two tabs: "Search" and "Multiple Search". Under the "Search" tab, there are input fields for "Corridor" (with a help icon), a dropdown menu set to "All of DOD EMALL", a "Keywords" field (with a help icon), and a "Part Numbers" field with an "Equals" dropdown. Below these are "Refinements" radio buttons for "Keep" (selected) and "Discard". At the bottom are "Clear" and "Search" buttons. A help icon is also present. Under the "Multiple Search" tab, there are expandable sections for "Categories", "General Attributes", and "Characteristic Attributes", followed by a link for "Multiple Search with Refinements".

8.1 Keyword and Part Number Search

The keyword and part number search functionality remains essentially the same as before. One small difference is that the **NSN/Item Number** field has been relabeled **Part Numbers** although the functionality remains unchanged.

8.2 Multiple Search

Users can switch from the Keyword/Part Number Search to Multiple Search (formerly Power Search) by clicking the Multiple Search tab, shown in the following example.

The Multiple Search panel interface features two tabs: "Search" and "Multiple Search". Under the "Multiple Search" tab, there is a "Corridor" field (with a help icon) and a dropdown menu set to "All of DOD EMALL". Below these is an "Upload A Part Number File" section with a file input field, a "Browse..." button, and an "Upload" button. At the bottom is an "Add a Part Number" section with a text input field and an "Add" button.

The Multiple Search functionality is unchanged from the previous Power Search functionality. Click the SEARCH tab to switch back to the Keyword and Part Number Search.

8.3 Categories, General Attributes, and Characteristic Attributes

Categories, General Attributes, and Characteristics are used to refine searches and narrow down the search results. To clean up the Search page, these search refinements have been moved to a collapsible/expandable tree structure that allows users to hide the refinements when not being used.

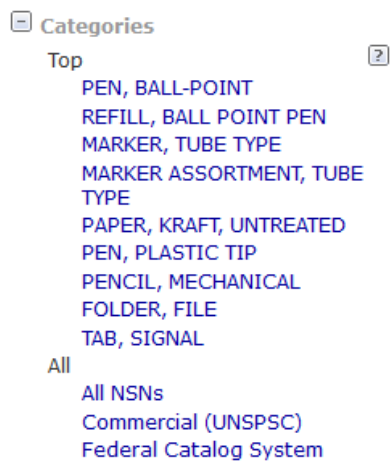
To show Categories, General Attributes, or Characteristic Attributes:

- Click the associated  icon.

To hide Categories, General Attributes, or Characteristic Attributes:

- Click the associated  icon.

Categories, shown in the following example, represent groups of items that match a set of pre-defined criteria.



Previously, the most relevant categories to a particular search were displayed at the top of the Search Results page. This same functionality is still provided except that now the most relevant categories are shown in the Categories tree. Selecting a category name refines the search results to only those items contained within the category.